



HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT NUMBER – 16 - 011

OPEN TO: All Interested Candidates/All Sources

POSITION: Realty Clerk, FSN-4; FP-AA*
(Salary approx. Tk. 38,000 per month)

OPENING DATE: February 8, 2016

CLOSING DATE: February 15, 2016 (before 4:30 p.m.)

WORK HOURS: Full-time; 45 Hours/5 days per week

SALARY: Ordinarily Resident (OR): FSN-4
Not-Ordinarily Resident (NOR): FP-AA*
*Final grade/step for NORs will be determined by Washington.

NOTE: ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A for definition) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

U.S. Embassy Dhaka is seeking eligible and qualified applicants for the position of **Realty Clerk**.

BASIC FUNCTION: This position is assigned to the GSO Real Property Management (RPM) unit and is supervised by the Real Property Supervisor. The incumbent assists in leasing and lease termination, collects utility readings and prepares vouchers. Prepares lease agreements, lease renewal notices, fund reservation requests, drafts letters and updates filing. Assists Real property assistants to procure utility, make necessary improvements and



repairs to the landlord's houses/apartments, and assists with locating suitable houses/apartments for the U.S. Mission.

MAJOR DUTIES AND RESPONSIBILITIES:

- Works as a team member for the management of the housing/leasing program which encompasses residential quarters, leased office location, government-owned (GO) properties and a \$6.5 million annual budget. Assists supervisor in finding suitable residences to be included in the housing pool, resolving occupants' concerns, complaints and problems at the residences and support landlord's contractor to do the necessary repair and maintenance work. Assists in the preparation of necessary documents for acquisition of new property or lease renewals. Drafts and prepares lease agreements, lease renewals, memos/correspondence and fund reservation requests as appropriate for Mission leases (office or residential). Prepares rental vouchers to submit to State & USAID Financial Management offices for payment. Prepares necessary documents to support the General Services office (GSO) meetings.
- Provides assistance with the procurement of public utility services which include electricity, gas, water and sewage for Embassy offices and the residences of direct-hire Americans. Collects electric and water meter reading from all residences and functional properties every month. Prepares spreadsheets and submits documentation to the respective companies for billing. Collects official utility bills monthly from the respective companies and determines accuracy. Handles all utility service problems through effective liaison with host government offices, including Dhaka City Corporation, RAJUK, DESA, WASA, and Titas Gas. Coordinates with the occupants schedules, prepares e-service requests, work authorizations and also monitors the repair and maintenance work as needed to support the RPM unit.
- Updates all housing related files, assists in the preparation of real estate reports, updates cost data, house lists and housing profiles. Assists supervisor in the preparation of annual housing survey report. Requests and maintains office supplies and preparers VARs' as needed.
- Surveys local rental market to identify potential housing that meets Embassy criteria and falls within the price and space guidelines. Develops and maintains reports on these surveys to be used by the local and American supervisor in their discussions with OBO (Overseas Building Operations) and senior management on the real estate market. Visits all construction sites regularly and reports to the supervisors on his/her findings, and communicate with the affected customers the results.



QUALIFICATIONS REQUIRED:

- 1. Education:** Completion of Higher Secondary School Certificate (H.S.C) is required. *(You must attach a copy of your H.S.C. certificate along with your application form.)*
- 2. Prior Work Experience:** At least three years of office work experience in customer service, communication, record keeping and file maintenance is required.
- 3. Language Proficiency:** Level III (Good working knowledge) English & Bangla is required. English language proficiency will be tested.

SELECTION PROCESS: When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

HIRING PREFERENCE ORDER:

- (1) USEFM who is ALSO a preference-eligible U.S. Veteran
- (2) USEFM OR a preference-eligible U.S. Veteran
- (3) FS on Leave With Out Pay (LWOP)

ADDITIONAL SELECTION CRITERIA

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold a local security certification.



HOW TO APPLY:

Applicants must submit the following documents either by regular mail (postal service) or deliver by hand to the South barrier of the U.S. Embassy to be considered:

1. Universal Application for Employment (UAE) (Form DS-174), available on our website at <http://dhaka.usembassy.gov/> (go to “About Us” and click on “Job Opportunities”); blank application forms are also available at the south barrier of the U.S. Embassy (near the Nepalese & Vatican Embassies); and

[Application Form](#)

2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.)

All Bangladeshi applicants must complete the application form and must attach the following documents; if you do not attach the below mentioned documents, your application will be considered incomplete and will not be processed further:

- I) A passport size photograph (taken within six months), and;**
- II) A copy of Passport or Voter ID or Driver’s License, and;**
- III) A copy of educational or trade school certificate as required.**

Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at any time.

IMPORTANT: Applicants claiming a U.S. Veteran’s preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran’s Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran’s preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran’s preference may be found in HR/OE’s Family Member Employment Policy (FMEP).

**WHERE TO APPLY:**

Human Resources Office

Attention: HRO

Address: Embassy of the United States of America
Madani Avenue, Baridhara
Dhaka – 1212

FOR FURTHER INFORMATION:

Human Resources Assistant

Telephone #88 02 5566 2000 (between 10am to 11am Sunday through Thursday)

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.



Appendix A - DEFINITIONS

Eligible Family Member (EFM): An EFM for employment purposes is defined as an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term “child” shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee’s post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**



- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.



Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.

Cleared by:

HRO: x

GSO: x

FMO: x